



Human Resources Office

2013 Furlough Guidance





AGENDA



- NGB Furlough Guidance
 - # days furlough
 - Effective Dates
 - Furlough Exceptions
- Schedule Change
- Notification Procedures
- Cash Awards
- Leave
- Benefits



NGB Furlough Guidance

- Sequester mandated reduction in budgetary resources
- Administrative furlough is a result of the DOD budgetary challenges
- Technicians furloughed 11 work days or 88 hours
 - Effective: 15 Jul – 23 Sept 2013
- Furlough Day will be every Monday
 - Exception: When Monday falls on a holiday
 - 2 Sept 2013, Labor Day
 - Furlough day will be Tuesday, 3 Sept 13
- Furlough Exceptions:
 - ARNG: 15 Firefighters and Air Traffic Controllers
 - ANG:
 - 162 FW 60% Furlough (4 days)
 - 161 ARW: 2 Command Post Positions
- Employees should not plan to receive retroactive compensation



Schedule Change

- As of 15 Jul Alternate work schedules suspended
- Technician Employees: Switch back to 5-8's schedule
- Work scheduled was approved by TAG & Union
- Deviations must be approved by TAG through HRO
- All furlough are administered as furlough days (cannot be broken up)
- Part-time Employees: Hours will be pro-rated depending on their schedule



Schedule Change

- DoD has established a general rule that no more than 16 hours per pay period for a Furlough Day
 - This equates to two days in a two week period
 - Only exception is for AT
 - TAG has authorized military technicians to schedule furlough days during AT (can use a 2 week block of AT)
 - AT can only be used during that time period; cannot use previous AT that was performed outside window
 - Employees would return to a 4-10 schedule
 - All employees must be supervised
- Volunteering to work on furlough day is prohibited



Schedule Change

- Technicians need to fill out a Work Schedule Change and submit to timekeeper
- Suspense for work schedule change is NLT 28 June 13
- Furlough Hours/Days will be coded as KE
- Timekeepers will be responsible for reporting and tracking # of furlough days technician has taken per pay period to the supervisor
- Supervisor is ultimately responsible to ensure technician has taken required # of days



Notification Procedures

28 May-4 Jun	Furlough Proposal Letters Sent to Technicians (100% notified)
7 Jun	Acknowledgements sent to HRO
5 Jun-12 Jun	Technicians suspense to reply (7 calendar days from when the Proposal was issued)
13 Jun-5 Jul	Furlough Original Decision Letters issued from TAG
12 Jul	Acknowledgements sent to HRO

Note: Deployed personnel will not receive letters until return



Cash Awards

- All cash and non-cash awards are suspended until further notice (HRO Memo #13-008)
- All incentives suspended:
 - SSPs, QSIs, Time Off Awards, Non-monetary, On-the-spot Awards
- Comp Time is not permitted for remainder of fiscal year
 - Adjutant General may grant exceptions to protect the health, safety and security of personnel
 - Comp Time is not allowed to make up furlough time



Leave

- Use of paid leave or other forms of paid time off is prohibited (annual, sick, court, military leave, and any comp time earned or time-off awards)
- All military, annual or sick leave previously scheduled on furlough will be canceled and time cards will be coded KE for the entire day
- Technician will lose 1 pay period worth of annual and sick leave due to 88 hour furlough



Benefits

- Benefits will continue!
- Furlough day is treated same as personal LWOP
- Enrollment changes prohibited
 - Administrative furlough is not a Qualifying Life Event (QLE)
- Benefits continue while salary is sufficient to pay the premiums
 - If salary is insufficient to pay premium:
 - May terminate coverage; may re-enroll once pay is sufficient (don't have to wait for open season)
 - May pay DFAS directly or incur a debt that DFAS will recover when pay becomes sufficient



FOR ADDITIONAL INFO

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- Technician
- Active Guard Reserve (AGR)
- Joint Counter Narco-Terrorism Task Force (JCNTF)
- USAJobs

TRAINING AND DEVELOPMENT

- Training Calendar

LABOR RELATIONS (Union Issues/NSPS/Grievances)

EMPLOYEE RELATIONS (Retirement/Benefits)

OFFICE OF WORKERS' COMPENSATION (OWCP) INFO

EQUAL EMPLOYMENT OPPORTUNITY (Technician Assistance Program)

HRO POLICIES/FORMS

HRO DIRECTORY

USEFUL LINKS

- **FURLOUGH INFORMATION**
- **Reduction-In-Force Information**

****2013 FEDERAL HOLIDAYS****



QUESTIONS?